

April 18, 2008

TO: ALL OFFERORS

FROM: KATHERINE WESTON  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS-MU-08-406-KW  
OFFSITE DATA STORAGE

**ADDENDUM #2**

This Addendum clarifies questions brought to the floor during the Mandatory Pre-Bid Meeting held on Tuesday, April 15, 2008.

- To receive information from DTI pertaining to their agency specifications, please copy page 37 and forward to the attention of: Peggy Sue Cole via E-mail ([peggy.cole@state.de.us](mailto:peggy.cole@state.de.us)) or fax (302-739-3608) and mail the hard copy to her attention at: DTI, Security Office Team, 801 Silver Lake Boulevard Dover, DE 19904.
- Page 33 of the RFP: Electronic Vaulting Storage shall not have any point value.
- Page 19, III Scope of Work section item A should include services for Sussex County.
- Page 25, Request for Proposal Specifications, Item (L): Media transfer and handling: Contractor must be able to deliver requested stored media within six (6) hours to any of the designated pick up and drop off locations in Sussex County.
- Vendors are not required to submit proprietary information as part of the proposal response package. Instead, vendors should provide "High Level" documentation that expounds on procedures that outline how the vendor would meet the RFP requirement. All vendors choosing to submit proposals do so with the full knowledge and understanding that actual standard operating procedures may be requested during a site visit to the vendor's facility to verify that such procedures and manuals do meet the contractual requirements and are satisfactory.
- An exceptions page has been added to the RFP. Exceptions are to be submitted with and as part of the RFP response. Exceptions will be reviewed. Exceptions page below.

- Vendors submitting proposals must also include as part of their proposal response, a sample media storage case for inspection by the user group. Written documents/diagrams submitted as part of the proposal depicting case specifications will not be accepted as a substitute for meeting the stated requirement. Bids received without a media storage case container sample as requested, will not be considered. The vendor must submit the physical case container and make arrangements for the return of the media storage container to the vendor's place of business.
- Additionally, vendor agrees to accept for storage customer owned storage containers provided those containers meet or exceed the specifications for containers currently in use by vendor.

All other terms and conditions remain the same.

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